

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 565

UTILITIES TREATMENT PLANT SUPERINTENDENT

GENERAL

Administrative and technical work in the management of the operation of the water treatment plants. Work is performed under general supervision of the Utilities Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes and directs the uninterrupted operation of the water treatment and affluency plants. Coordinates and supervises the activities of subordinate workers engaged in the operation and maintenance of the water plants. Prepares annual budget, regulates expenditures and requisitions needed materials and equipment. Develops and implements policies and procedures dealing with operational or maintenance matters, safety, public relations, etc. Develops and implements new initiatives in treatment processes and facilities improvements. Selects, counsels, disciplines and trains division employees. Prepares annual reports, program analysis and management objectives; prepares reports to department heads and local, state and federal regulatory agencies. Coordinates divisional activities with other city departments. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the standard procedures and legal requirements of operating a potable water treatment plant. Knowledge of the practices of operating and maintaining a lime softening plant and well collection systems. Knowledge of the machines, equipment and materials related to water treatment plants and well pump stations. Knowledge of the occupational hazards and necessary safety precautions. Knowledge of chemicals and laboratory procedures. Ability to prepare and submit technical operating reports. Ability to plan, organize and direct the work activities of a variety of personnel. Ability to understand, interpret and carry out effectively oral or written instructions. Ability to deal effectively and courteous with the public.

MINIMUM QUALIFICATIONS

High school graduation. Possession of a State Certificate "A" Operator License. Bachelor's degree in Engineering preferred. Extensive experience in the operation of Water system, including considerable experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. Title 04/05

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.